

**VULNERABLE POPULATION SURVEY SOW
VPS – ANNUAL FY13**

Period of Contract October 2012 – August 2013

1.0 OBJECTIVE

The Information Support Team (IST) Bangladesh requires a professional survey fielding firm in Bangladesh to execute a survey questionnaire and to analyze a face-to-face probability area population survey. A local firm is needed to provide language capabilities, knowledge of the local geography, advice on local perceptions, and to provide and manage experienced local interviewers that are fluent in the local dialects.

The general objective of the Annual Vulnerable Population Survey (VPS) is to identify and measure changes in behavior which were previously identified by vulnerable population surveys conducted throughout Bangladesh.

2.0 BACKGROUND

The Information Support Team (IST) Bangladesh requires a professional survey research firm in Bangladesh to field a survey questionnaire provided by the COR and to conduct face-to-face surveys in a number of locations provided by the IST around Bangladesh. A local firm is needed to provide language capabilities, knowledge of the local geography and culture, advice on local perceptions, and to provide and manage experienced local interviewers that are fluent in the local dialects and culture.

3.0 SCOPE

The Contractor is to field a face-to-face survey of a randomized sample of the general adult population of seven (7) divisions and eight (8) districts in Bangladesh. The sample size will comprise twenty-four thousand, eight-hundred (24,800) adults 18 years of age and above residing in the locations provided by the IST. The structured survey questionnaire, which will be provided to the Vendor by the COR, is designed to run about 20 to 30 minutes. Locations will be surveyed in order of phases below.

Phase 1: Training of Interviewers must start no earlier than October 1, 2012 and must be completed no later than October 31, 2012.

Phase 2: Rajshahi Division-This will start no earlier than November 1, 2012. This must be completed and report sent to COR no later than January 31, 2013.

Phase 3: Khulna Division- This will start no earlier than November 1, 2012. This must be completed and report sent to COR no later than January 31, 2013.

Phase 4: Barisal Division- This will start no earlier than January 1, 2012. This must be completed and report sent to COR no later than March 31, 2013.

Phase 5: Sylhet Division- This will start no earlier than February 1, 2013. This must be completed and report sent to COR no later than April 30, 2013.

Phase 6: Chittagong Division- This will start no earlier than April 1, 2013. This must be completed and report sent to COR no later than June 30, 2013.

Phase 7: Dhaka Division- This will start no earlier than May 1, 2013. This must be completed and report sent to COR no later than July 31, 2013.

Phase 8: Rangpur Division- This will start no earlier than June 1, 2013. This must be completed and report sent to COR no later than August 31, 2013.

Phase 9: Final Technical Report is due no later than August 31, 2013.

Table 1, below, summarizes the populations to be surveyed in Phases 2 through 8 and the sample size for each population. Every sample should be comprised on individuals randomly drawn from the adult (ie 18 years and older) members of the population describe and should be made up of 50% male respondents and 50% female respondents. The sampling methodology should be designed to take into account things like the age distribution of the population as well as the proportion of the population that lives in urban and rural areas.

Table 1: VPS – Annual FY13 Sample Sizes

Barisal Division (Phase 4)	2400
<i>Residents of the Division</i>	<i>2000</i>
<i>Hindus residing in the Division</i>	<i>400</i>
Chittagong Division (Phase 6)	4400
<i>Residents of the Division</i>	<i>2000</i>
<i>Hindus residing in the Division</i>	<i>400</i>
<i>Residents of Chittagong District</i>	<i>1000</i>
<i>Residents of Cox's Bazar District</i>	<i>1000</i>
Dhaka Division (Phase 7)	5400
<i>Residents of the Division</i>	<i>2000</i>
<i>Hindus residing in the Division</i>	<i>400</i>
<i>Residents of Dhaka District</i>	<i>1000</i>
<i>Residents of Munshiganj District</i>	<i>1000</i>
<i>Residents of Shepur District</i>	<i>1000</i>
Khulna Division (Phase 3)	2400
<i>Residents of the Division</i>	<i>2000</i>
<i>Hindus residing in the Division</i>	<i>400</i>
Rajshahi Division (Phase 2)	4400
<i>Residents of the Division</i>	<i>2000</i>
<i>Hindus residing in the Division</i>	<i>400</i>
<i>Residents of Rajshahi District</i>	<i>1000</i>
<i>Residents of Nawabganj District</i>	<i>1000</i>
Rangpur Division (Phase 8)	2400
<i>Residents of the Division</i>	<i>2000</i>
<i>Hindus residing in the Division</i>	<i>400</i>
Sylhet Division (Phase 5)	3400
<i>Residents of the Division</i>	<i>2000</i>
<i>Hindus residing in the Division</i>	<i>400</i>
<i>Residents of Sylhet District</i>	<i>1000</i>
TOTAL SAMPLE SIZE	24800

4.0 CONTRACTOR REQUIREMENTS

Contractors must meet the following minimum qualifications.

- Have no less than four (4) years experience conducting face-to-face area population probability surveys in Bangladesh and no less than two (2) years experience in conducting surveys in the districts specified in Section 2.0. Past performance must be documented based on factual data and include performance up to the current year.
- Have sufficient number of qualified and experienced interview personnel and supervisors to complete no less than 22000 structured interviews within a period of two continuous months.
- Have a qualified statistical analyst experienced in analyzing causal drivers from survey data.
- Not hire subcontractors without the prior approval of the COR.
- Sign a non-disclosure agreement with the US Government.
- Not share data, methods or results of this survey and semi-structured interviews with third parties without prior approval by the COR.
- Ensure that no personally identifiable information of surveyed respondents will ever be published and that all respondent answers remain strictly confidential.
- The Contractor will inform the COR of any issues or concerns that may impact performance under this contract in a timely manner.

5.0 PERIOD OF PERFORMANCE

Ninety days after signing of the contract (October 2012 to August 2013)

6.0 PLACE OF PERFORMANCE

1. Dhaka Division
 - a. Dhaka District
 - b. Munshiganj District
 - c. Sherpur District
2. Chittagong Division
 - a. Chittagong District
 - b. Cox Bazar District
3. Barisal Division
4. Khulna Division
5. Sylhet Division
 - a. Sylhet District
6. Rangpur Division
7. Rajshahi Division
 - a. Rajshahi District
 - b. Chapai Nawabganj District

7.0 PERFORMANCE STATEMENT OF WORK (PSOW)

The Contractor shall provide all labor, materials, equipment, supervision and management to accomplish the PSOW and the subsequent tasks. The Contractor shall provide all shipping, handling and transportation of people and materials to the sites of performance. The tasks are as follows:

[illegible]

versions for each language														
Within 5 business days after submission: responds to feedback from COR in final translation of questionnaire and showcards														
Within 10 business days of receipt of final approval of Data Collection Plan and Methodology Hold necessary training sessions, as described in approved Data Collection Plan and Methodology. Unless extenuating circumstances exist and have been acknowledged in writing by the COR, all training sessions should be held in fashion that allow a COR representative to observe anonymously.														
Within 5 business days of final training session: Deliver written summary of training Training: <u>Deliverables:</u> Written summary of training.														
	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG		
Field teams conduct structured interviews in the 7 Divisions and 8 designated Districts														
Phase 2: Rajshahi Division: Fielding: <u>Deliverables:</u> Weekly reports on status of fielding														
Phase 3: Khulna Division Fielding: <u>Deliverables:</u> Weekly reports on status of fielding														
Phase 4: Barisal Division Fielding: <u>Deliverables:</u> Weekly reports on status of fielding														
Phase 5: Sylhet Division Fielding: <u>Deliverables:</u> Weekly reports on status of fielding														
Phase 6: Chittagong Division Fielding: <u>Deliverables:</u> Weekly reports on status of fielding														
Phase 7: Dhaka Division Fielding: <u>Deliverables:</u> Weekly reports on status of fielding														
Phase 8: Rangpur Division Fielding: <u>Deliverables:</u> Weekly reports on status of fielding														
As data is available and complete send deliverables on all Divisions, designated Districts Data Cleaning: <u>Deliverables:</u> Raw data files, codebook														
Monthly Reports														
Final Report: <u>Deliverables:</u> Summary Tables, cross-tabs, presentation of the data collected, and final documentation of data collection process														

9.0 DELIVERABLES

Submit all data deliverables to the COR in hardcopy and softcopy (via electronic media). The contractor is required to submit Monthly Reports and an End of Phase Final Report. All written reports shall be in a professional, international standard of quality, free of errors. Examples of written report formatting styles that could be used as a guide are The Chicago Manual of Style, American Psychological Association (APA), Model Language Association (MLA) Style Manual, etc. All reports must be submitted to

Contracting Officer's Representative (COR) for approval and acceptance. The Contractor shall provide the following deliverables:

9.1 Data Collection Plan and Methodology: This document should thoroughly describe the Vendor's plan for surveying a random sample of the populations identified by the COR, including both logistical and methodological details including, but not limited to:

- proposed method for generating a random sample that is representative of the population with respect to gender, major religious groups, and the proportion of the population in each sub-national geography that lives in urban and rural environments
- proposed approach to generating weights, if necessary
- census data (or other official data) on distribution of population by urban/rural, geography, gender, religion, etc.
- Map(s) of randomly selected PSUs to be surveyed
- description of the training process for interviewers
- description of the training process for supervisors
- the supervisor-to-interviewer ratio for this data collection effort
- proposed fielding process
- timeline for the POP

9.2 Translated and Back-translated Questionnaires: The COR will provide the Vendor with the survey questionnaire. The Vendor is responsible for:

- providing linguistic and cultural feedback on the wording of the questionnaire
- translating the questionnaire into all languages necessary for the survey to be fielded to a random sample of the general population of the country in question
- providing two independently back-translated versions of the questionnaire for each language, if required, that will be used in the field to the COR for review and feedback on resolving any linguistic discrepancies

9.3 Showcards: Any materials that will be shown to the survey respondents; the contractor is responsible for developing these, and providing a version in every language necessary for a survey of the general population, as well as two independently translated into English versions of each showcard for each language for the COR's approval.

9.4 Written Summary of Training: This document summarizes the content of the training provided to the survey interviewers, as well as the following details:

- dates, times and locations of every training, the names of the participants and information on what role they will be playing in the data collection, and background on their education and professional experience
- identification of any issues that arose and how they were resolved

9.5 Weekly Reports on Status of Fielding: Once field work has begun and the survey questionnaire is in the field, a report will be submitted to the COR every Wednesday, by close of business, summarizing the progress of the fieldwork including, but not limited to, the following details:

- how many respondents were surveyed,
- where were these respondents surveyed
- how many interviewers are contributing to data collection
- any events that arose that interfered with the fielding process (weather, local unrest, holidays, etc.)
- any issues that interviewers reported having with respect to successfully collecting complete responses to the questionnaire (this will be the best opportunity for the COR to provide any necessary guidance about addressing these issues)

9.6 Raw data files: All survey data collected should be delivered as raw data files in two formats: SPSS(*.sav) and Comma Delimited (*.csv).

9.7 Codebook: This document should

- List every variable included in the data set delivered

- Tie each variable to the question in the questionnaire that it is associated with (for a few variables this won't be applicable because they aren't related to questions but rather track administrative info such as the location of the respondent's PSU, identifiable to the union or village level, or who interviewed the respondent, etc.)
- For each variable, document what label is associated with what variable value (Ex. 1 = Yes, 2 =No).

9.8 Summary Tables: These should be delivered in an Excel file and should include frequencies, percentages and pie charts for every answer choice of each question in the provided questionnaire.

9.9 Cross-tabs: These should be delivered in an Excel file and include frequencies, percentages and bar graphs for every question in the provided questionnaire by gender, religion (Muslim, Hindu, Christian and Other), province, urban/rural, and age group (Under 25 years old and 25 years & older).

9.10 Presentation of the data collected: A power point presentation will be submitted that describes the data collection process and describes the data collected for a general audience.

9.11 Final documentation of the data collection process: This document will summarize any pertinent information about how to interpret the summary tables and cross-tabs as well as about the process of converting completed questionnaires into raw data files, it will contain all of the previously delivered written deliverables (with notations on any necessary changes to the information contained within, if necessary) and a list of all the file names of all final deliverables that the Contract has provided over the course of the POP.

10.0 PERFORMANCE

COR will notify Vendor in writing of performance that does not meet the terms of this contract or the Contractor's Research Plan provided for by Section 6. Vendor will have thirty days to remedy the discrepancy. Vendor will not hire subcontractors without the prior approval of the COR.

11.0 TRAVEL

All travel requirements and costs associated with contract execution will be incumbent upon the contractor.

12.0 CLASSIFICATION/SECURITY

12.1 All products are Unclassified, and For Official Use Only when released for distribution. Contractor must adhere to confidentiality requirements specified in this contract.

12.2 Vendor will sign a non-disclosure agreement with the US Government.

12.3 Vendor will not share data, methods or results of this survey and semi-structured interviews with third parties without prior written approval by the COR.

12.4 Vendor will ensure that no personally identifiable information of surveyed respondents will ever be published and that all respondent answers remain strictly confidential.

13.0 ACCEPTANCE OF DELIVERABLES/TECHNICAL POINT OF CONTACT

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14.0 GOVERNMENT FURNISHED PROPERTY

None

15.0 PRINCIPLE CONTACT POC

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16.0 PAYMENT SCHEDULE

- a. The vendor will submit invoice after completion of each phase including required deliverables according to the scope of work.
- b. Requesting Office (PACOM/IST) will review the submitted invoice and deliverables and provide approval for payment.
- c. Based on the approval, Financial Management Center (FMC) will process the payment to the vendor/contractor.
Failure to complete the work or submission of accurate deliverables, payment will be on hold until correction is done.

17.0 NON-PERSONAL SERVICES STATEMENT

Contractor employees performing services under this order will be controlled, directed and supervised at all times by management personnel of the contractor. Contractor management will ensure employees properly comply with the performance work standards outlined in the statement of work. Contractor employees will perform their duties in close coordination with and under the direction of an identified US Government employee to be determined. The tasks, duties and responsibilities set forth in the task order may not be interpreted or implemented in any manner that results in any contractor employee creating or modifying Federal policy, obligating the appropriated funds of the United States Government, overseeing the work of Federal employees, providing direct personal services to any Federal employee, or otherwise violating the prohibitions set forth in Parts 7.5 and 37.1 of the Federal Acquisition Regulation (FAR).